

Participant Handout

Ad Hoc Selection Fields

50058 Line Number	Data Field	Definition
Agency		
1b	HA State	Official two-character postal code that identifies the location of the reporting HA.
1c	HA Number	Official three-digit number that identifies each HA.
1d	Program	Rental housing assistance program in which the family participates. Public Housing (P), Section 8 Certificates (CE), Section 8 Vouchers (VO), Moderate Rehabilitation (MR), Moderate Rehabilitation Converted to Certificate (MC), Indian Housing (B).
1e	Project State	State in which the project is physically located, if different from the HA State indicated in line 1b.
1f	Project/Originating HA Number, if different than 1c	Three-digit number of the HA to which the project was originally assigned.
1g	Project Number	Official three-digit number that identifies each project.
1h	Site Number	Official three-digit site number or suffix code that identifies the project site, if applicable.
Action		
2a	Type of Action	Reported type of action: (1) New Admission, (2) Annual Reexamination, (3) Interim Reexamination, (4) Portability Move-in, (5) Portability Move-out, (6) End Participation, (7) Other change of Unit, (8) FSS Enrollment or Exit Only.
2b	Effective date of action	Date the reported action became effective.
2c	Date of admission to program	Date the HA initially admitted the family into the program.
2e	FSS participant now or in the last year?	Indicates whether or not the family participated in the FSS program during the last 12 months. Yes (Y) or No (N).
2f	Use if instructed by HUD?	Indicates whether or not the family resides in an eligible Preservation Project (PR).
Head of Household		
3b	Head of Household Last Name & Sr., Jr., etc.	Head of household's last name.
3c	Head of Household, First Name	Head of household's first name.



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3d	Head of Household, MI	Head of household's middle initial.
3g	Head of Household, Sex	Head of household's gender. Male (M) or Female (F).
3k	Head of Household, Race	Head of Household's race. (1) white, (2) black, (3) American Indian/Alaska Native, (4) Asian/Pacific Islander.
3m	Head of Household, Ethnicity	Head of household's ethnicity. (1) Hispanic or (2) Not Hispanic
3n	Head of Household, Social Security Number	Head of Household's nine-digit Social Security Number (SSN).
3r	Total Number in Household	Total number of people in the household which includes live-in aides and foster children/adults.
3s	Family Subsidy status under Noncitizen rule	Code that indicates the housing assistance eligibility for the family based on the Noncitizen rule. Qualified for continuation of full assistance (C), Eligible for full assistance (E), Eligible for full assistance pending verification of status (F), Not subject to Noncitizen rule (N), Prorated assistance (P), Temporary deferral of termination (T).
Unit to be occupied on Effective Date of Action		
5c	Number of bedrooms in unit	Total number of bedrooms in the unit occupied by the household.
5d	Is this one of the units that the HA has identified as an accessible unit?	Indicates whether or not the HA designated the unit that the household occupies as an accessible unit. Yes (Y) or No (N).
5e	Has the family requested accessibility features?	Indicates whether or not the family requested disability amenities or accessibility features. Yes (Y) or No (N).
5f	Has the family received the requested accessibility features?	Indicates the status of the family's request for disability amenities and/or accessibility features. Yes (Y) or No (N).
Income		
7m	Total Annual Income	The family's total annual income from all sources which includes all assets.
Expected Income Per Year		
8i	Disability assistance/medical expenses	The family's allowance for medical expenses and disability assistance expenses.
8j	Elderly/disability allowance	The family's allowance when the Head of Household and/or spouse/co-head is elderly and/or disabled.



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50058 Line Number	Data Field	Definition
8k	Number of dependents	Total number of dependents who live-in the household. Includes all members with relation codes: Other youth under 18 (Y), Full-time student 18+ (E), or Other Adult (A) if disabled.
8n	Dependent Allowance	The family's allowance for dependents.
8p	Yearly child care cost that is not reimbursed	The family's allowance for child care expenses that an outside source does not reimburse.
8q	Travel cost to work/school (Indian Housing Only)	The family's allowance for education or employment travel-related expense.
8r	Optional earned income deduction	The family's additional earned income deductions, if any.
8u	Total Allowances	Total amount of all of the family's allowances.
TTP		
9f	TTP if based on adjusted annual income	Total rent the HA may require the tenant to pay based on 30% of the family's monthly adjusted income.
9h	Minimum TTP	The minimum rent amount that the HA may require the tenant to pay.
9j	TTP	Total tenant payment per month the HA may require the tenant to pay.
Public Housing, Indian Rental, and Turnkey III		
10b	Ceiling rent	Highest rent amount the HA may require the family to pay for a particular unit size.
10d	Utility allowance	Monthly allowance for tenant supplied utilities if the rental payment does not include all utilities.
10e	Tenant rent	Total rent the family pays or the total credit amount the family receives to pay utilities.
10h	Public/Indian Housing maximum rent	Calculated maximum rent based on the TTP that falls at the 95 th percentile.
10j	Total number eligible	Total number of family members eligible for rental subsidy based on their citizenship status.
10k	Total number in family	Total number of family members in household which includes everyone except live-in aides or foster children/adults. Includes ineligible Noncitizen family members as part of the total family number.



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50058 Line Number	Data Field	Definition
10p	Mixed family TTP	Total tenant payment the mixed family pays for the unit based on the proration calculation.
10s	Mixed family tenant rent	Total rent the mixed family pays or the total credit the mixed family receives to pay utilities.
Section 8: Certificates (except owner-occupied manufactured home on rented space/pad)		
11a	Number of bedrooms on certificate	Unit size (number of bedrooms) listed on the rental certificate.
11b	Is family now moving to this unit?	Indicates whether or not the family moved or will move into the unit. Yes (Y) or No (N).
11d	Portability	Indicates whether or not the household moved or will move into the HA's jurisdiction under portability. Yes (Y) or No (N).
11e	Cost billed per month	Monthly amount billed to the initial HA for the family's HAP amount, on-going administrative fee, and any utility reimbursement to the family.
11f	HA number billed	The initial HA's two-letter state code and three-digit identification number. The receiving HA must obtain this number.
11g	Check all housing types that apply	Housing type(s) that apply to the family's housing unit. Over-FMR Tenancy Option (OFTO), Project-based certificates program unit, Moderate Rehabilitation funding used for certificates, Independent Group Residence (IGR), Single Room Occupancy (SRO).
11j	FMR or exception rent	The Fair Market Rent (FMR) or the approved exception rent that applies to the unit size and location.
11k	Contract rent to owner	Total monthly rent amount paid to the unit owner under the lease or other subsidized rent amount.
11m	Utility allowance	Monthly allowance amount for tenant supplied utilities if the rental payment does not include all utilities.
11n	Gross rent of unit	The unit's total monthly rent which includes any utility allowances provided to the tenant for the unit.
11q	TTP	Total tenant payment per month that the HA may require the family to pay.
11r	Total HAP	Total housing assistance payment (HAP) amount.
11s	Tenant Rent	Total rent amount the family pays to the owner or the total credit amount the family receives to pay utilities.



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50058 Line Number	Data Field	Definition
11t	HAP to owner	The amount of the housing assistance payment to the unit owner.
11ae	Total number eligible	Total number of family members eligible for rental subsidy based on their citizenship status. Eligible Citizen (EC), Eligible Noncitizen (EN), or Pending Verification (PV)
11af	Total number in family	Total number of family members in the household.
11ah	Prorated total HPA	Total prorated housing assistance payment (HAP) amount.
11ai	Mixed family TTP	Total tenant payment the mixed family pays for the unit based on the proration calculation.
11ak	Mixed family tenant rent	Total rent the mixed family pays to the owner or the total credit the mixed family receives to pay utilities.
Section 8: Vouchers (except owner-occupied manufactured home on rented space/pad)		
12a	Number of bedrooms on voucher	Unit size (number of bedrooms) listed on the rental voucher.
12b	Is family now moving to this unit?	Indicates whether or not the family will move or moved into the unit. Yes (Y) or No (N).
12d	Portability	Indicates whether or not the household will move or has moved into the HA's jurisdiction under portability. Yes (Y) or No (N).
12e	Cost billed per month	Monthly amount billed to the initial HA for the family's HAP amount, on-going administrative fee, and any utility reimbursement to the family.
12f	HA number billed	The initial HA's two-letter state code and three-digit identification number.
12g	Check all housing types that apply	Housing type(s) that applies to the family's housing unit. Single Room Occupancy (SRO) or Independent Group Residence (IGR).
12j	Voucher payment standard	The lower of the payment standard for the unit size as indicated on the family's voucher or the payment standard for the unit size that the family actually rents.
12n	Utility allowance	Monthly allowance amount for tenant supplied utilities if the rental payment does not include all utilities.
12q	Gross rent of unit	Total monthly rent paid to the unit owner under the lease for the contract unit.
12w	HAP to owner	Amount of the housing assistance payment (HAP) to the unit owner.



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50058 Line Number	Data Field	Definition
12x	Family rent to owner	Total rent amount the family pays to the owner.
12y	Utility reimbursement to family	Amount of utility reimbursement to the family from the HA.
12ac	Total number eligible	Total number of family members eligible for rental subsidy based on their citizenship status. Eligible Citizen (EC), Eligible Noncitizen (EN), or Pending Verification (PV)
12ad	Total number in family	Total number of family members in the household.
12af	Prorated total HAP	Total prorated housing assistance payment (HAP) amount.
12ag	Mixed family/total family contribution	Total family contribution toward the unit based on the proration calculation.
12ai	Mixed family tenant rent	Total rent the mixed family pays to the owner or the total credit the mixed family receives to pay utilities.
Indian Mutual Help		
15e	Net cost	Amount of the family's net cost.
15f	Administration charge	Amount of the Indian Housing Authority's (IHA) pre-set administration charge.
15h	Family cost	The higher amount of either the family's cost or the administration charge.
Other		
	FF Addendum Indicator	
	MSA	
	County	
	City	
	Congressional District	
	Latitude	
	Longitude	
	Census Tract	

